

Database Management Minutes

Tuesday, May 4, 2021

9:30 AM – 11:30 AM

1. Call to Order by Kate Hall (Northbrook), 9:35 AM

2. Roll Call

Alex Todd, Prospect Heights, joined 9:35 AM, left at 11:00 AM)

Arianne Carey, Niles, joined 9:40 AM

Ann Finstad, Glencoe

Kate Hall, Northbrook

Violet Jaffe, Palatine

Sarah Kaminski, Northbrook

Karen Kee, Glenview

Jeffrey Ray, Morton Grove

Jessica Thomson, Wilmette

Brian Wilson, Lincolnwood

Guests – Debra Wischmeyer (CCS), Rebecca Malinowski (CCS), Rachel Fischer (CCS), Sara Scodius (Northbrook), Liz McClain (Glencoe), Adriene Galindo (Palatine), Karen Danczak-Lyons (EVK, joined at 11:00 AM)

Absent: Linda Conn, Cary

3. Minutes – Approved by acclamation

4. Illegal Aliens Subject Heading

In March 2021, Executive Committee directed CCS staff to select and implement alternate language to replace the official Library of Congress subject headings of “illegal aliens” and associated headings in the CCS catalog. R. Fischer presented background information on the topic and shared CCS’ preliminary research on user behavior. CCS found that users were more likely to use variations on “undocumented,” “immigrants,” or “undocumented immigrants” as search terms. Based on this research, SCRAP and CCS recommend adopting the replacement terms recommended by the SAC (Subject Analysis Committee) Working Group on Alternatives to LCSH "Illegal aliens".

Current LCSH Subject Headings	CCS-Recommended Replacement Terms (from SAC recommendations)
Aliens	Noncitizens
Illegal Aliens	Undocumented immigrants
Alien detention centers	Immigrant detention centers
Children of illegal aliens	Children of undocumented immigrants
Illegal alien children	Undocumented immigrant children
Illegal aliens in literature	Undocumented immigrants in literature
Women illegal aliens	Women undocumented immigrants

R. Fischer reviewed draft CCS procedures to replace the terms. If the U.S Citizenship Act of 2021 is passed, the term noncitizen will be used in legal code. It’s possible that Library of Congress will opt to change the current headings to reflect that terminology. Currently, noncitizen is not a commonly

used term by patrons searching in the catalog, but usage may become more prevalent when the legal code is changed. In the future, if an alternate word becomes more common vernacular or LC chooses to adopt new headings to replace illegal aliens, CCS will leave the SAC-recommended local headings in the record and add any new LC headings as additional access points.

The group discussed how CCS will handle additional requests to add or replace other subject headings. CCS is conducting additional work to increase subject heading access. This initial work includes exploring additional thesauri to allow in the database, such as Homosaurus. If requests come in to change additional problematic terms, CCS can look at petitioning Library of Congress to request a change. R. Fischer and V. Seward will put together information on that process for staff. Any replacement or removal of LC subject headings in the CCS database would be approved by Executive Committee.

The work to change illegal aliens and related headings will be completed by CCS the week of June 7. It will take 3-4 days for V. Seward to fully update the records. CCS will share the approved changes with CAMM at their May 19 meeting.

A. Todd moved and A. Carey seconded to recommend the alternate language to replace aliens and illegal aliens in the CCS catalog.

AYES: A. Todd, A. Carey, K. Hall, A. Finstad, V. Jaffee, S. Kaminski, K. Kee, J. Ray, J. Thomson, B. Wilson

NAYS: None

5. Library Assigned Blocks

CCS received a request from a library to add an additional library assigned block value to Polaris to help improve internal workflows at their library. D. Wischmeyer presented background information on the field. There are currently 5 library assigned block values that are shared by all CCS libraries:

- Check Contents
- See Note
- Send to Repair
- Missing Pieces
- See Staff

These values have been standard system-wide since the migration to Polaris in 2018. Moving forward, CCS recommends allowing customization of this field by library, with a limit of 8 values per library. Libraries do not have consistent departmental workflows when it comes to routing materials within the library and allowing customization would allow libraries to streamline workflows.

D. Wischmeyer demonstrated how to apply a library assigned block. D. Wischmeyer clarified that patrons do not see item blocks and libraries would only see their own blocks when working with their item records. Libraries would open a help desk ticket to request a change.

The group discussed whether there was value in retaining any of the blocks as system-wide standards, or if all fields should be allowed to be customized. R. Malinowski reviewed CCS's approach to standardization. Over the past few years, CCS has focused on standardization where it

matters, specifically where it impacts system administration, where lack of standardization causes confusion among library staff, and where it benefits patrons most. There is no identifiable negative impact to allowing customization of this field, but a positive impact to libraries because it helps streamline workflows.

K. Kee moved and A. Finstad seconded to allow libraries to customize the library assigned block field with up to 8 values.

AYES: J. Thomson, J. Ray, K. Kee, S. Kaminski, V. Jaffe, A. Finstad, A. Carey, A. Todd

NAYS: K. Hall

ABSTAIN: B. Wilson

6. Data Needs

Reporting and Data Needs

CCS distributed a survey to gather more information from our members on staff reporting needs. D. Wischmeyer reviewed survey results and discussed CCS next steps.

Since 66% of respondents said that asynchronous training would be the most helpful service CCS could provide, CCS's priority will be to create additional reports training materials by July 2021. CCS has already started working on a new Simply Reports training course. D. Wischmeyer confirmed that the asynchronous training course will include a data literacy piece that addresses database structure and the various fields staff can use to run reports.

CCS will also:

- Create additional Web Reports based on staff suggestions from the survey
- Share Simply Reports functionality concerns with Innovative
- Review and address Web Reports usability
- Draft an administrator data needs survey, to be distributed in May or June

7. Race/Ethnicity Patron Field

D. Wischmeyer introduced the request of the Evanston Public library to add a new Race/Ethnicity field to the patron registration section of Polaris. The Evanston Public Library is looking for ways to measure the impact of their various library initiatives focusing on providing equitable services. This information would be voluntarily reported by Evanston cardholders at the time of registration or renewal.

D. Wischmeyer demonstrated what this field would look like in Polaris if configured as a user defined field. User defined fields are shared by all CCS libraries. CCS would convert the existing drivers license UDF into a new race/ethnicity field, configured as a drop-down of predetermined values. Existing drivers license data would be migrated to a patron custom data field. For libraries that do not want to use the new field, values would be suppressed so staff are not able to complete the field.

K. Danczak-Lyons provided a brief overview of why Evanston would find this field helpful. They are working to engage with non-white residents and data is needed for their racial equity task force to determine whether their initiatives are successful. Allowing patrons to voluntarily share this information would help Evanston avoid making assumptions about their cardholders. Data would not be shared with other agencies and would be used internally to determine effectiveness of initiatives.

The group discussed whether individual household data is needed if aggregated block data from the census is available. R. Malinowski discussed the importance of disaggregated data to help propel equity and inclusion efforts and avoid making assumptions about results. Having the data in one database is beneficial since matching data from multiple sources is difficult, especially when matching aggregated data with more specific data. CCS recommends allowing Evanston to track this data in the ILS, since patrons will not have to answer this question and other libraries are not required to use this field.

The group reviewed concerns about staff access to the data. CCS would not be able to restrict access to this information to only Evanston staff. It is a CCS member responsibility to ensure all library staff who have access to the database are trained on patron privacy and how to appropriately use patron data as required for their job.

K. Hall spoke to DEI consultant prior to the meeting who noted that collecting this data is good but was concerned about combining race and ethnicity into a single field. The group discussed additional concerns around adding this field, including legality of collecting this data and diminished trust in the library if patrons are asked to provide this information.

J. Ray moved and **A. Finstad** seconded to **MOTION** to approve the creation of a race/ethnicity field as a user defined field.

AYES: A. Carey, A. Finstad, K. Hall, V. Jaffee, K. Kee, J. Ray, J. Thomson

NAYS: B. Wilson

ABSTAIN: S. Kaminski

The group requested CCS review the list of options to be included in the drop-down. While it makes sense to pull from established values, the language from the federal standards is not inclusive. The group directed CCS to work with Evanston and a DEI consultant to review with government list and adjust as needed.

A. Carey **MOVED** and K. Kee seconded to direct CCS to work with Evanston and a trained EDI consultant to come up with an appropriate list of terms to use in the user defined field.

AYES: J. Thomson, J. Ray, K. Kee, S. Kaminski, V. Jaffee, K. Hall, A. Finstad, A. Carey

Abstain: B. Wilson

CCS will provide additional training at an upcoming Governing Board meeting.

K. Hall adjourned the meeting at 11:38 am.